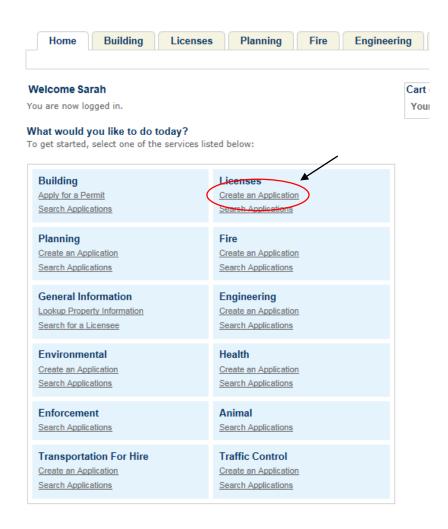
#### How to Apply for a Security Alarm License Online

# Login to you Citizen Access Portal account.

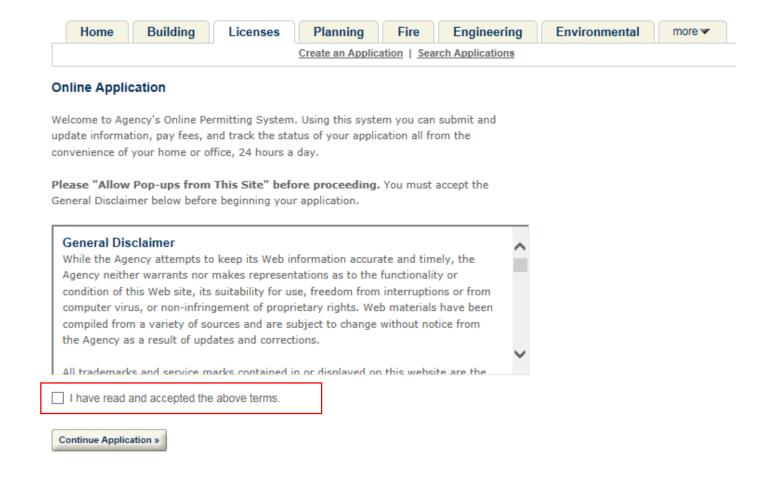


ACA Link: http://epermit.elpasotexas.gov/citizenaccess/

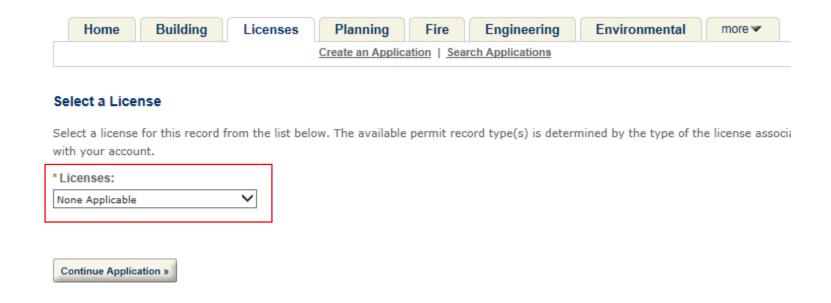
From the Home page, select "Create an Application" under the Licenses section.



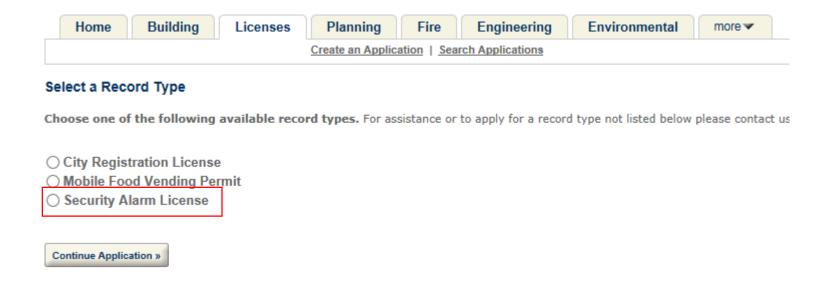
Review the General Disclaimer. When you are ready, check mark that you have read and accepted the above terms.



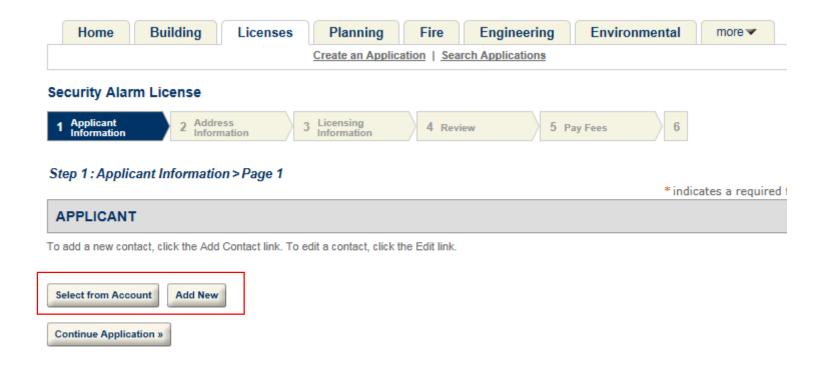
## For Licenses, select None Applicable.



## For Record Type, select Security Alarm License



Complete Applicant section. You can either select an existing applicant from your account or create a new applicant.



Once you have completed this section, press "Continue Application".

Under Address, enter at least the address street number and street name then press "Search". The parcel and owner information will

auto-populate.

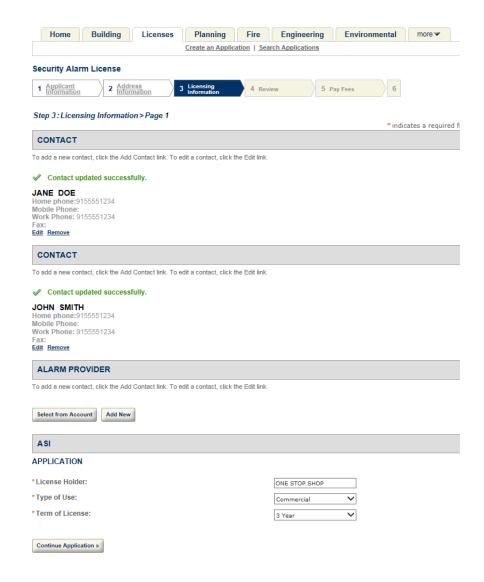
Home	Building	Licenses	Planning	Fire	Engineering	Environmental
Create an Application   Search Applications						
Security Alar	m License					
1 Applicant Information	2 Add Info	ress rmation	Licensing Information	4 Rev	5 Pa	y Fees 6
Step 2: Address Information > Page 1 *ind						
Address						
* Street No.:	* Street N	ene:		Street T	ype:	Unit # (end):
City:		State:	Zip: 79901			
Search Clear						
Parcel						
* Parcel Number C050999227024						
Search	Clear					
Owner						
Owner Name:	)	?				
Owner Address	s:					
	Clear					
Continue Applica	ation »					

Once you have completed this section, press "Continue Application".

Enter the name and phone number for two emergency **Contacts**.

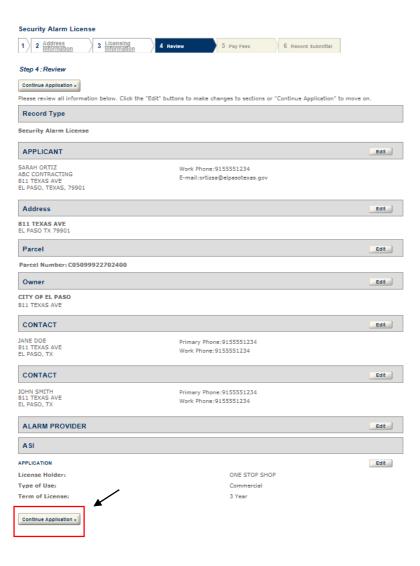
An **Alarm Provider** can be provided but is <u>not</u> required.

Also complete the License Holder, Type of Use and Term of Use fields.

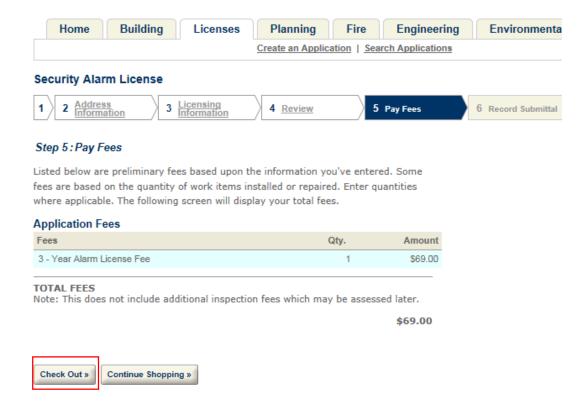


Once you have completed this section, press "Continue Application".

#### Review your information then hit "Continue Application"



#### You are almost done! All that is pending is payment.



If you are finished shopping, select "Check Out". You will then be directed to a site where you can securely pay the licensing fee.

After payment, your receipt and a link to download your new license certificate will be emailed to you.

If you have any questions, feel free to contact us at (915) 212-0104 or <a href="mailto:OSSHelp@elpasotexas.gov">OSSHelp@elpasotexas.gov</a>

Hours of Operation: Monday-Thursday, 7:00 a.m. – 6:00 p.m. Friday, 8:00 a.m. – 12:00 p.m.